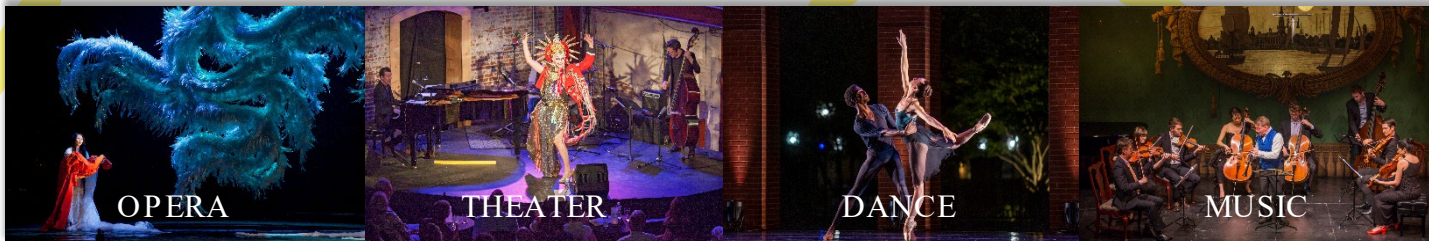


About Spoleto Festival USA

For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches, and outdoor spaces with performances by renowned artists as well as emerging performers in:



Now approaching its 49th season, **Spoleto Festival USA is internationally recognized as America's premier performing arts festival.** Spoleto Festival USA is a 501(c)(3) charitable organization.

Our Mission

The Festival's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unusual performance opportunities for established artists. The Festival is proud to provide young performers the opportunity to work with master artists, conductors, directors, designers, and performers. Illustrious artists who performed early in their careers at Spoleto Festival USA include Renée Fleming, Emanuel Ax, Joshua Bell, Yo-Yo Ma, and Jean-Yves Thibaudet. Each season, the Festival employs hundreds of full-time, part-time, and seasonal staffers, including artists and apprentices in arts administration and production.



"It will not be like most Festivals... but a unique and fertile ground for the young, and a dignified home for the masters." — Gian Carlo Menotti on his founding vision for Spoleto Festival USA in 1977

Our Story

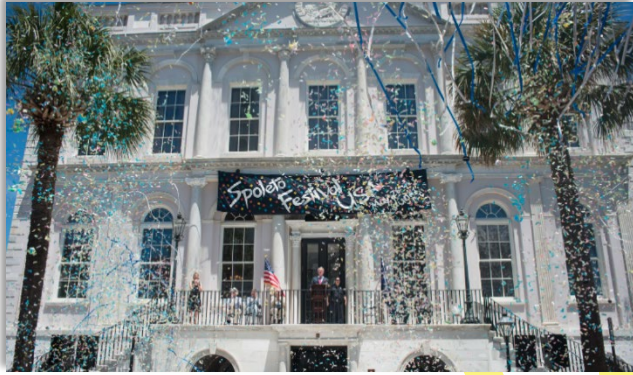
Spoleto Festival USA was founded in 1977 by Pulitzer Prize-winning composer Gian Carlo Menotti, who sought to create an American counterpart to the annual Festival of Two Worlds in Spoleto, Italy, that he founded in 1958. Looking for a city that would provide the charm of Spoleto as well as its wealth of theaters, churches and other performances spaces, Menotti selected Charleston as the ideal location. The historic city provided a perfect fit: it was intimate enough that the Festival would captivate the entire city, yet cosmopolitan enough to provide an enthusiastic audience and robust infrastructure. Championed by a young Mayor Joseph P. Riley, Jr. and College of Charleston's then-president Theodore Stern, Spoleto Festival USA held its inaugural season in 1977.



Manager of Executive Affairs Position Profile

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Spoleto has also served as a catalyst for cultural change in Charleston, aiding in the city's flourishing as a top destination. Together with the city and community leaders, Spoleto has spearheaded the renovations of numerous performance spaces: Festival Hall (formerly Memminger Auditorium), Dock Street Theatre, College of Charleston Sottile Theatre, and the Charleston Gaillard Center.

In a typical season, **Spoleto mounts 150 performances in more than 10 venues.** The Festival also produces its own operas, specializing in rarely performed masterpieces by well-known composers, American premieres, and traditional works presented in new ways. In its 49-year history, the Festival has produced and/or presented more than 20 opera, dance, and theater world premieres.

Spoleto Festival USA Orchestra

Central to the Festival's success each season, the Spoleto Festival USA Orchestra is **one of the country's most prestigious ensembles for young professional musicians.** As the orchestra in residence for Spoleto Festival USA, the Orchestra accompanies Spoleto's opera selections and symphonic concerts, and smaller ensembles are selected to participate in choral, chamber, and contemporary performances. Assembled anew each year through nationwide auditions, the Festival's Orchestra takes on a dynamic new identity with the participation of both returning and new musicians. Each ensemble member is selected for his or her skill, artistry, and versatility, and the resulting group of talented and diverse young professionals is consistently lauded in the press. Alumni of the Spoleto Festival USA Orchestra can be found in almost every professional orchestra in the United States.



Engaging the Community



Vital to the Festival's longevity are its endeavors to engage audiences across a broad spectrum. Through three distinct avenues outlined below, Spoleto ETC (Engaging the Community) aims to build audiences, spark connections, and leave a lasting impression on the next generation of artists and arts lovers.

- **Community Engagement Programs** encourage participation and remove barriers. This avenue includes discussion series before and during Festival seasons, performances designed for individuals on the Autism spectrum and their families, as well as Spoleto's Open Stage Door program that provides complimentary tickets to area community-based nonprofit organizations.
- **Programs for Professional Advancement** aid in the development of young artists and arts administrators. This avenue includes the Spoleto Festival USA Orchestra as well as Spoleto's apprentice program.
- **Tailored Education Programs for Students** instill artistic curiosity and inspire audiences of the future. This avenue includes artists visiting schools, students visiting Festival venues, and partnerships with student-focused organizations.

Most recently, Spoleto has partnered with artist Jonathan Green and school districts in the Charleston tri-county area to provide students with educational material around Omar Ibn Said, whose life and historical significance inspired the 2022 opera Omar.

Manager of Executive Affairs Position Profile



Position Summary

The Manager of Executive Affairs is a key role responsible for providing seamless support to the CEO & General Director in managing a dynamic and fast-paced environment. This position, available due to an internal staff promotion, requires a proactive individual with exceptional project management skills who can handle complex schedules and juggle multiple competing priorities with ease. The successful candidate will act as a strategic partner, facilitating communication across the organization and ensuring the executive's time is maximized and aligned with organizational goals.

Key aspects of the role include coordinating high-level projects, managing extensive calendars, organizing meetings and travel, and acting as the primary liaison with the board of directors. This role demands a high degree of professionalism, discretion, and a keen ability to anticipate the needs of the executive and the senior management team. The Manager will also oversee special projects and contribute to the strategic planning and execution of organizational initiatives.

Reports to: CEO & General Director

Location: Charleston, SC

Areas of Responsibility:

Executive Support:

- Efficiently manage complex calendars, prioritizing and scheduling meetings, appointments, and travel for the CEO & General Director.
- Handle high-level correspondence and communications, ensuring timely and accurate responses.
- Prepare and organize documents and presentations for executive meetings.

Project Management:

- Lead and coordinate high-level projects, ensuring alignment with organizational priorities and goals.
- Develop project plans, track progress, and report on outcomes.
- Manage cross-functional initiatives and collaborate with internal and external stakeholders.

Board Liaison:

- Act as the primary contact for the board of directors, ensuring effective communication and coordination.
- Organize and prepare logistics and materials for board and committee meetings, including agendas and minutes.
- Oversee board member engagement, update and distribute the board directory, and track membership details.

Senior Management Coordination:

- Ensure clear and transparent communication among senior managers, synchronizing with the CEO & General Director's work and updates to prevent any oversight of important information.
- Facilitate weekly senior management meetings, driving agenda development and follow-up actions.
- Support the execution of strategic initiatives by coordinating cross-departmental efforts.
- Assist with the preparation of reports and documentation for senior leadership.

Administrative Management:

- Maintain organized files and records, ensuring confidentiality and data integrity.
- Track board member and CEO & General Director details and engagement activities in Tessitura, keeping records up-to-date and accurate.
- Collaborate closely with the Chief Advancement Officer and Development Department to support board activities, including annual giving, prospecting, and fundraising efforts.

Special Projects:

- Lead and coordinate special projects, such as site visits and special events, ensuring successful outcomes.
- Monitor and manage position applications and recruitment processes as needed.

Manager of Executive Affairs Position Profile



Qualifications for Consideration

- Bachelor's degree in Arts Management, Business Administration, Communications, or a related field, with a minimum of 3 years of experience in an executive assistant or project management role. Combinations of formal education and practical work experience will also be considered.
- Strong experience in managing complex schedules and competing priorities.
- Excellent written and verbal communication skills, with an emphasis on clarity and professionalism.
- Proven ability to handle confidential and sensitive information with discretion and integrity.
- High level of independence, initiative, and ability to manage varying priorities with minimal supervision.
- Exceptional organizational skills, keen attention to detail, and strong follow-up abilities.
- Strong analytical skills to identify issues and implement effective solutions.
- Prior experience working with nonprofit boards is essential.
- A strong commitment to service excellence, approaching challenges with a positive and professional attitude.
- Strong team player with excellent relationship-building skills, capable of working collaboratively across all organizational levels.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams) and other relevant software.

Desired Qualifications

- Familiarity with the performing arts.
- Experience with Tessitura or other Customer Relationship Management (CRM) software.

Additional Requirements

- Physical requirements include significant focus and visual concentration on screens, frequent communication in various forms, and the need for stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 30 lbs., working at a desk for long periods, and using computer equipment. Adaptations to accommodate individual needs are available in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license.
- Must be able to pass and maintain a clear background check. Must be able to drive a Festival-provided vehicle.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- Flexibility with work schedule, including work nights, holidays, weekends and extended hours as required; on-call during Festival period. Ability to work long days, nights, and weekends with a positive attitude.
- Position is based in Charleston, SC with the possibility of approved periodic hybrid/remote work.

Compensation and Benefits

The salary range for this position is \$55,000–\$65,000 annually. The salary offered will be commensurate with the selected candidate's experience and qualifications.

Full-time Employee Benefits + Perks:

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures) and Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

Manager of Executive Affairs Position Profile



To Apply

Interested candidates are asked to submit their application through the FGP website using the following link: <https://www.fgp.com/jobs/manager-of-executive-affairs-48394/>

Questions may be directed to Christin Mack, Manager of Public Sector Executive Search, at cmack@fgp.com.

Spoleto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoleto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.